

Advance Authorization of Employee Travel

I hereby authorize _____, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses from _____, a private source that will make reimbursement for the following activity:

Dates of travel: _____

Place(s) of travel: _____

Purpose of travel: _____

I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Member of Congress Date

This form must be personally signed by the employee's supervising Member and must be completed prior to the employee's departure.